



**JOSE MARIA COLLEGE**  
**Foundation, Incorporated**  
College of Criminal Justice Education  
**CRIMINOLOGY EDUCATION PROGRAM**  
KJC Compound, Philippine-Japan Friendship Highway  
Sasa, Davao City, Philippines



## **Updated Policy on Admission and Retention**

### **Objective**

Consistent with the mandate of the Commission on Higher Education (CHED) to Higher Education Institutions (HEIs) offering Criminology Program to actively and continually involved in producing graduates who have the knowledge, skills, attitude and values in addressing the problem in criminality in the country, and the character and competence to meet the challenges of globalization in the field of criminology, the Department shall adopt a prudent admission and strict retention policy.

Applicants for admission shall be duly screened on the basis of required examinations, academic standing/grade point average, interviews and other appropriate means. Retention in the criminology program likewise demands the attainment of its objective.

### **Admission**

#### First Year Students

All incoming first year criminology students must meet the following requirements:

- a. A minimum high school grade point average of eighty (80);
- b. Minimum final grade of eighty (80) in English;
- c. Must have passed the College Entrance Examination to include the English Proficiency Test with a rating prescribed by the Institution; and
- d. Must have passed the department's admission interview and required examinations.

In the event that first year student is found deficient in any of the above requirements, the student may still be accepted into the program under a probationary status. The academic performance of the probationary student is to be monitored by the Program Head every end of the examination (from preliminary to final examinations).

The academic monitoring shall be done in the following manner:

1. Students with failing grades as early as the prelims, shall be invited/summoned by the Program Head who will conduct the necessary data-gathering (documentary study, student work samples, psych-testing interview, home visit, etc.) to understand the cause and recommend appropriate help/intervention plan to the Dean of the College.
2. The Program Head does front-line counseling to the student in tandem with the Guidance Counselor and other authorized personnel (Frontline counseling shall graduate to more professional counseling to the succeeding grading periods.
3. Academic monitoring shall continue to the succeeding grading periods.
4. At the end of the semester, the Program Head shall determine whether the probation period would be extended for another semester or the student would be advised to shift to another program.

#### Transferee Students

Transferees may be accepted into the Criminology Program provided that he/she has obtained a weighted average of eighty (80) in all of his professional and content courses; provided further that an honorable dismissal from his/her previous school has been duly presented. In case of deficiency, said transferee shall be accepted on probationary status and subject to evaluation every end of the examination period.

At the end of the semester, the Program Head shall determine whether the probationary period would be extended for another semester or the student would be advised to shift to another program.

**Retention**

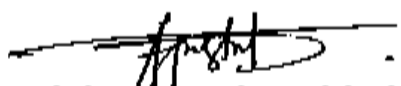
The continued stay of a criminology student with the Criminology Program aside from compliance with the code of conduct in the Students' Handbook must have a minimum grade of eighty (80) in Board related subjects and a passing grade for General Education subjects.

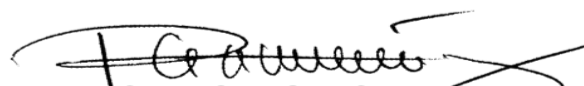
When the criminology student gets into any of the situation below, the corresponding action/s will be applied:

SITUATION	ACTION/S
<p>GPA is less than 80% but not below 75% during the first, second and third year, but the Board related subjects are at least 80%.</p>	<p>The student will be placed on a probationary status for the next semester. Failure to improve the GPA to 80% and maintain the required grade in all board subjects during the semester under probation will disqualify the said student to be retained in the criminology program.</p>
<p>Final grade in any Criminology board related subjects in a given semester is below 80%, Failed or Dropped.</p> <p>Final grade in any General Education subjects in a given semester is Failed or Dropped.</p>	<p>Action will be based on the academic year status of a student as follows:</p> <p>1<sup>st</sup> Year - Can repeat the subject twice only or shift to another course.</p> <p>2<sup>nd</sup> Year - Can repeat the subject twice only or shift to another course.</p> <p>3<sup>rd</sup> Year - Can repeat the subject twice only or Shift to another course.</p> <p>4<sup>th</sup> Year - Can repeat the subject until the required grade is attained.</p> <p>The student in the first, second and third years is given the chance to repeat the said subject twice only and meet the required final grade. However, the student in the third year is only allowed a maximum of two (2) professional subjects to be retaken and four (4) professional subjects for fourth year student including the pre-review subject.</p>
<p>Final grade in any three (3) subjects enrolled in a given semester is Failed (F) or Dropped (D)</p>	<p>The student is disqualified to continue in the BS Criminology Program and is advised to shift to another program.</p>

**Release of Transcript of Records**

Transcript of Records (TOR) shall be released only to student who meets the mandatory requirements of the Institution.

  
 MS CANDIDA C. APOSTOL, RCRIM  
 Program Head, BSCrim

  
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